

FITCHBURG PUBLIC LIBRARY  
BOARD OF TRUSTEES  
May 11, 2016, 6:30 p.m.

FITCHBURG PUBLIC LIBRARY  
610 Main Street, Fitchburg MA

Trustees present were: Chair Jonah McKenna Moss, John Bowen, Rosa deSousa, Mary Rice Hurley, Cynthia Jones, and Jim Walsh.

CALL TO ORDER

The meeting was called to order at 6:30 p.m.

REVIEW OF MINUTES from April 20, 2016 MEETING

The minutes from the previous meeting were accepted.

CHAIR'S REPORT

Chair McKenna Moss introduced and welcomed a new trustee, Rosa de Sousa.

He said the Building Committee had spoken to the person they would like to hire as the OPM and the paperwork was being completed. The applicant has not yet been officially hired. He said the Library would probably continue with the contract if its grant application is successful. The letter of intent, due Oct. 7, will be ready for the September Board Meeting. The full project submission by the City is due in January.

The Building Program outlines the Library's needs for the future and explains how those needs are not currently being met. Director Bernard said the Building Program states that we are staying at this site. She said that on the MBLC's scale of neediness FPL scored 14 out of 15, fifteen being the neediest.

LIBRARIAN'S REPORT

Director Bernard said the Budget Hearing will be Monday May 23 beginning at 6p.m. She said there will be a celebration of the mayor's portraits at a little party in the garden on May 12. She also mentioned other upcoming events.

She said she and Jim Walsh had gone to the Community Foundation Library Breakfast and had talked to Athol about fund raising. The Director said we had a very good relationship with our Friends of the Library.

Director Bernard said the job of repairing the roof and ceiling in the Youth Library was being addressed. The Mayor has seen the problem. The Mayor thinks the Library should pay for the repair.

COMMITTEE REPORTS

*Finance Committee-* The financial report was distributed as was the revised Trust Funds investment policy. After discussion, the revised investment policy was accepted.

*Legislative Affairs Committee* – There may be news from the State Senate next week about funding for libraries.

#### **NEW BUSINESS**

The Trustees voted to go back to a one week loan period for DVDs from the Youth Library and to allow 10 magazines to circulate to a patron instead of 5.

#### **OLD BUSINESS**

After a full discussion the Trustees voted to exclude power tools from the imminent Tool Library. John Bowen said having patrons sign a waiver would not protect the Library from being sued in the event of an accident.

#### **ADJOURNMENT**

The meeting was adjourned at 8:05 pm.

Submitted by Jean Tenander  
Reviewed by Jim Walsh

## Bernard, Sharon

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**From:** allregions-request@mblc.state.ma.us on behalf of Bruno, Celeste (BLC)  
<celeste.bruno@state.ma.us>  
**Sent:** Thursday, May 05, 2016 4:07 PM  
**To:** pubdir-announce@mblc.state.ma.us; allregions@mblc.state.ma.us  
**Subject:** [allregions] Construction grant round approved by MBLC

Good afternoon--

Today the Massachusetts Board of Library Commissioners (MBLC) authorized the 2016-2017 Library Construction Grant round under the Massachusetts Public Library Construction Program (MPLCP).

"We're sometimes asked whether libraries are still necessary in this digital age," said MBLC Chair Mary Ann Cluggish. "The answer is an overwhelming 'yes.' Libraries are busier than ever assisting residents with job searches, teaching residents to use new technology or simply providing the only free space where everyone in a community can continue their education." Attendance at library programs across the Commonwealth has increased 42% over the past decade and library visits have increased 26%.

[Read full press release](#)

Please contact MBLC Library Building Consultants [Rosemary Waltos](#) or [Lauren Stara](#) with questions regarding the process.

Celeste Bruno  
Communications Director  
Massachusetts Board of Library Commissioners  
617-725-1860 x208

allregions@mblc.state.ma.us is a statewide discussion list for  
Massachusetts libraries

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# Massachusetts Libraries

## BOARD OF LIBRARY COMMISSIONERS

To: Chairs of Library Trustee Boards  
Library Directors  
Chief Municipal Officers  
From: Dianne Carty, Director  
Date: May 5, 2016

I am pleased to announce an application round under the Massachusetts Public Library Construction Program (MPLCP). This is an application round for a general construction grant for the renovation, expansion, and new construction of public library facilities. Letters of Intent (form included in this mailing) for the General Construction Application Round must be received or postmarked by Friday, October 7, 2016.

This Program is governed by Regulations (605 CMR 6.00) most recently revised and approved by the Board of Library Commissioners at its meeting on September 3, 2015. These Regulations were published by the Secretary of the Commonwealth on September 25, 2015 and made available on the MBLC website at <http://mblc.state.ma.us/grants/construction/regulations>.

It is important to note that town meeting or city council votes to (1) approve your project's design and (2) approve applying for, accepting and expending MPLCP grant funds is required. The deadline for obtaining these approvals is June 17, 2017, but we recommend obtaining them prior to submitting your grant application. Project funds do not need to be approved prior to submitting the application or receiving a provisional grant award.

Enclosed are documents related to the application round. The Massachusetts Department of Revenue 20012 income figures and the 2014 State Equalized (EQV) statistics that were used to establish this grant round's Economic Need Factor and sample warrant articles for town meeting approvals are available on our website at <http://mblc.state.ma.us/grants/construction/program>.

I look forward to working with you to improve public library buildings throughout the Commonwealth.

Enclosures: Program Notice for the General Construction Grant  
Letter of Intent form for the General Construction Grant  
Calendar for the General Construction Grant Round

Massachusetts Board of Library Commissioners  
98 N. Washington Street, Suite 401, Boston, MA 02114  
P: 800-952-7403 (in-state only)  
P: 617-725-1860  
F: 617-725-0140

[mass.gov/libraries](http://mass.gov/libraries)  
(consumer portal)

[mass.gov/mblc](http://mass.gov/mblc)  
(agency site)



@mbclibraries



# Massachusetts Libraries

BOARD OF LIBRARY COMMISSIONERS

## Massachusetts Public Library Construction Program

MASSACHUSETTS PUBLIC LIBRARY CONSTRUCTION PROGRAM	
ACTIVITY	DATE/TIME
Library Attends Information Session	March 23, South Hadley March 25, Foxborough March 29, Salisbury
Library Receives Grant Program Announcement	Week of May 16, 2016
Library Submits New Long Range Plans	October 3, 2016 - Postmark Date
Library Submits Letter of Intent Form	October 7, 2016 - Postmark Date
Library Attends Mandatory Application Workshop	October/November, 2016; Locations TBA
Library Submits Action Plan Update	December 2, 2016 - Postmark Date
Library Submits Application to MBLC	January 26, 2017 - Postmark Date
Library Receives Town Meeting Approvals	June 17, 2017
MBLC Approves Provisional Grant Awards	July 13, 2017
Library Confirms Local Funds	January 12, 2018

# **PROGRAM NOTICE**

## **Massachusetts Public Library Construction Program**

Issued on May 6, 2016

## **GENERAL CONSTRUCTION PROJECTS**

**Application Round**  
May 2016-July 2017



# Massachusetts Libraries

BOARD OF LIBRARY COMMISSIONERS

Commonwealth of Massachusetts Board of Library Commissioners  
98 North Washington Street, Suite 401  
Boston, Massachusetts 02114

(800) 952-7403 • (617) 725-1860 • FAX (617) 725-0140

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## INTRODUCTION

This is the official Massachusetts Public Library Construction Program (MPLCP) Program Notice for the 2016-2017 construction grant round. This document outlines grant application requirements and procedures for construction projects. Applicants are advised to read and understand the September 2015 revision of the program regulations, 605 CMR 6.00. Applicants should not view this Program Notice as containing all necessary information.

The MPLCP was established by Chapter 478 of the Acts of 1987, and has been reauthorized and funded multiple times. As of July 2015, 276 grants have been awarded totaling \$327,730,022 million for 185 construction projects, 79 projects for planning and design, and 13 Green Library Incentives.

The general purpose of the MPLCP is to improve public library facilities throughout the Commonwealth. The MPLCP is governed by regulations (605 CMR 6.00) which were most recently revised and approved by the Board of Library Commissioners at its September 3, 2015 meeting.

These regulations have been published by the Secretary of the Commonwealth and are available at <https://mblc.state.ma.us/grants/construction/regulations>.

All applicants will be required to meet the assurances and requirements which are detailed in the regulations and in this Program Notice.

## ELIGIBLE APPLICANTS

- The grant round application must be made by a city or town unless a library corporation has

been designated and empowered by prior legislative action to conduct capital projects.

- The public library for which the application is being made must have been certified, with or without a waiver of the Municipal Appropriation Requirement, by the Massachusetts Board of Library Commissioners (MBLC) individually or as part of a municipal application to receive State Aid to Public Libraries under M.G.L. c.78, 19A and 19B in FY2016. State Aid certification must be maintained throughout the application and construction period.
- The applicant must have on file at the MBLC a library Long-range Plan and annual action plan for FY2018 which meets the definition in 605 CMR 6.02. If a Long-range Plan is not currently on file, it must be received by October 3, 2016 or accompany the Letter of Intent. An action plan for FY2018 must be received by December 2, 2016.
- In a municipality with multiple independent public libraries or a main library and branches, a comprehensive town-wide plan for library service must be submitted with or prior to the Letter of Intent.
- If the applicant is a city or town with a single library facility, and it received a state Public Library Construction Program or Federal Library Services and Construction Act Title II grant award within the preceding 20 years, it will not be eligible for this application round.

However, if the previous project was a single purpose project as defined in prior regulations, the library is eligible to apply within the 20 year grant horizon. In the case of either a construction project or a reimbursement project, an exception may be sought if the municipality has experienced a significant unexpected increase in population since the previous project. (see 605 CMR 6.05(1)(b)(10)).



- If the applicant is a city or town with multiple independent libraries or a library system with more than one location, and it received a state Public Library Construction Program or Federal Library Services and Construction Act Title II grant award within the preceding 5 years, it will not be eligible for this application round.
- Only one application will be accepted from a given municipality in this application round. In a municipality with multiple independent public libraries or with a main library and branches, the municipality will determine which library or branch may apply. A comprehensive town-wide plan for library service must be submitted with or prior to the Letter of Intent (see 605 CMR 6.05(1)(b)(11)).

## ELIGIBLE PROJECTS

1. An eligible project must be a public library project approved by a majority vote of town meeting or city council. Approval of town meeting prior to application is recommended, but may be received as late as June 17, 2017 and forwarded to the MBLC after the grant application deadline of January 26, 2017. Cities must obtain a majority vote of the city council with the approval of the mayor. In a municipality having a town council form of government, a majority vote of the town council is necessary. In no case may approval be received later than June 17, 2017 for this application round.
2. The design must be based upon and correlate with a written library building program using a 20-year planning horizon. This program must be prepared by the library independently and before the selection of the architect who will prepare the schematic design.
3. Only municipalities of 50,000 or greater population may apply for phased projects. The application must include a plan defining the phases, time line, costs, and how each phase

advances the library's ability to meet its 20-year need.

## TYPES OF ELIGIBLE PROJECTS

- New Construction
- Addition/Renovation
- Renovation
- Joint Public Library

## APPLICATION PROCEDURES

1. Submit a building program based on a 20-year planning horizon (see 605 CMR 6.05 (2) (d)(1)), written independently and before hiring an owner's project manager (OPM) and architect.
2. Hire a qualified OPM in accordance with Massachusetts Office of Inspector General's legal and procedural requirements for designer selection laws that apply to public design and construction contracts in Massachusetts.
3. Hire a qualified, Massachusetts-registered architect in accordance with the Massachusetts Office of the Inspector General's legal and procedural requirements for designer selection laws that apply to public design and construction contracts in Massachusetts.
4. Obtain the services of an experienced and professional independent cost estimator to develop a preliminary project cost estimate.
5. Submit a Letter of Intent for this application round (original and two copies) to the Massachusetts Board of Library Commissioners postmarked by **October 7, 2016**. No faxes or electronic submissions will be accepted. An accepted Letter of Intent is required in order to participate in this application round.
6. Attend one of the scheduled application workshops presented around the state in

**October/November 2016.** In-person attendance is mandatory. Grant application forms will be distributed at the workshops.

7. Deliver completed grant application and all accompanying materials to the MBLC office by **January 26, 2017 at 4:00 PM or postmarked by January 26, 2017.**

## REQUIREMENTS FOR LETTER OF INTENT

1. One original and one copy of the Letter of Intent form must be submitted by the October 7, 2016 deadline on the form provided. No faxes or electronic submissions will be accepted. An accepted Letter of Intent is required in order to participate in this application round.
2. If an applicant has not submitted a building program that has been officially accepted by MBLC staff at an earlier date, the applicant must include a dated copy of its completed library building program with the Letter of Intent form. MBLC approval of a Letter of Intent confirms the acceptance of the library building program for planning purposes.
3. The applicant must attach documentation that a qualified Owner's Project Manager (OPM) has been hired according to Massachusetts Office of Inspector General's legal and procedural requirements for designer selection laws that apply to public design and construction contracts. Documentation must show that this was done after completing the building program and before choosing an architect.
4. The applicant must attach documentation that a registered Massachusetts architect has been chosen according to the Massachusetts Office of Inspector General's legal and procedural requirements for designer selection laws that apply to public design and construction contracts. Documentation must show that this

was done after completing the building program and after hiring the OPM. This architect will develop a schematic level design based on a library building program that was completed prior to hiring the architect (see 605 CMR 6.02, Building Program).

5. If the Letter of Intent form, building program or other documents are substantially incomplete, or if either the project or the applicant is not eligible according to 605 CMR 6.00, the applicant will be notified in writing by the Board.
6. Libraries seeking an exception to the 20-year grant horizon (see page 3) must do so prior to submitting the Letter of Intent.
  - Libraries that have had a previous project that was a single purpose project (as defined in prior regulations) are eligible to apply within the 20 year time horizon.

## REQUIREMENTS FOR APPLICATION

1. The applicant must agree to all the assurances listed in 605 CMR 6.05(2)(d).
2. As stated in 605 CMR 6.06(7)(d), the application must include:
  - (a) A library building program (see 605 CMR 6.06(2)(a)).
  - (b) Schematic drawings (or more complete drawings as available), prepared by a Massachusetts registered architect.
  - (c) An estimated project budget, prepared independently by an experienced professional cost estimator, based on the plans and the construction budget. If the project intends to qualify for the Green Library Incentive, Leadership in Energy and Environmental Design (LEED),

consultants/engineers, certifiable designs, building practices, and components, systems and materials must be included in the project budget. (see 605 CMR 6.07(7)(f)).

- (d) Site plan prepared by a Massachusetts registered architect with parking, grading, building location and designation of utilities.
- (e) Geotechnical survey for new construction (including additions) documenting the appropriateness of the site for construction.
- (f) Hazardous materials survey report.
- (g) Map showing existing and, if different, future library site.
- (h) Proposed plan or schedule for obtaining local funding for the project.
- (i) Proposed project schedule or timeline, from design development through completion of construction.
- (j) Statement of need and project description.
- (k) Pictures of existing site/building and, if applicable, new site.
- (l) A copy of the Massachusetts Historical Commission Project Notification Form, as submitted to the Massachusetts Historical Commission. Submission of this form is required for all projects.
- (m) For Joint Public Library projects or construction projects involving shared facilities with non-library entities, an authorized Management Plan establishing governance, fiscal and personnel management policies agreed upon by

partnering municipalities and organizations (see 605 CMR 6.02, Management Plan).

- (n) For municipalities with a municipal public library and/or more than one independent public library or branch libraries only, a comprehensive town-wide plan for library service (see 605 CMR 6.05(1)(b)(11)).
- (o) For municipalities of greater than 50,000 populations proposing a phased project only, a plan defining the phases, time line, costs, and how the multiple phases will advance the library's ability to meet the 20-year need. (see 605 CMR 6.02, Phased Project).
- (p) A "LEED Project Scorecard" (latest version) for projects designed according to LEED certification standards.

## SELECTION PROCEDURES

- (1) All applications will be reviewed and ranked by a team of independent reviewers. A site visit by a review team member will be part of the review process. (see 605 CMR 6.07(3)).
- (2) Applications will be reviewed for compliance with the requirements detailed in 605 CMR 6.07, space planning guidelines set forth in the Program Notice below, and evaluative criteria set forth in 605 CMR 6.07(5).
- (3) Funding Formulas as specified in 605 CMR 6.07(7) will be applied to determine potential funding amounts. The funding formulas are based on eligible project costs (see 605 CMR 6.02, Eligible Costs).
- (4) The following priorities will be used by the MBLC Executive Director in determining recommendations to the MBLC Board:

(a) The review and ranking of applications by independent reviewers (see 605 CMR 6.07 (1 through 5)).

(b) The distribution by community size of projects recommended for funding in relation to the distribution by community size of all projects reviewed for this application round.

(c) Receipt of applications for joint library projects, which are given higher priority.

(d) The availability of funds.

(5) Those projects recommended for funding will either receive a provisional grant award pending confirmation of local funding (within 6 months of the MBLC vote) or be placed on a waiting list if state funds are not yet authorized.

(6) Those projects not recommended for funding will receive specific information on the shortcomings of their applications and will have six months to improve and resubmit the application. After an independent review of the resubmitted applications, these projects may be recommended for funding or waiting list placement, or be invited to submit in a future application round.

## FUNDING FORMULAS

The award for each project recommended for funding will be determined according to the following formulas:

### (1) Public Library Project in a Single Municipality

Eligible Cost	Incremental State Share
First \$3,000,000	60% of amount up to \$3,000,000

\$3,000,000 - \$6,000,000	45% of amount between \$3,000,000 and \$6,000,000
\$6,000,000 - \$15,000,000	40% of amount between \$6,000,000 and \$15,000,000
\$15,000,000 and up	30% of amount above \$15,000,000

### (2) Joint Public Library Project (two or more municipalities)

Eligible Cost	Incremental State Share
First \$3,000,000	75% of amount up to \$3,000,000
\$3,000,000 - \$6,000,000	60% of amount between \$3,000,000 and \$6,000,000
\$6,000,000 - \$15,000,000	55% of amount between \$6,000,000 and \$15,000,000
\$15,000,000 and up	45% of amount above \$15,000,000

### (3) Phased Project (municipalities of 50,000 or greater population only)

Eligible Cost	Incremental State Share
First \$1,000,000	50% of amount up to \$1,000,000
Second \$1,000,000	45% of amount between \$1,000,000 and \$2,000,000
\$2,000,000 - \$5,000,000	40% of amount between \$2,000,000 and \$5,000,000
\$5,000,000 - \$7,000,000	30% of amount between \$5,000,000 and \$7,000,000
\$7,000,000 and up	20% of amount above \$7,000,000

### (4) Community Economic Need Factor (all applicants)

A need factor as determined by using 2014 State Equalized Evaluation (EQV)\* and 2012 Department of Revenue income figures is applied to every

municipality in the state. This program uses a range of 0.45 % to 15.0 % as a need factor. The need factor is added to the base award for a construction project for every municipality.

\*The Massachusetts Department of Revenue [<http://www.mass.gov/dor/local-officials/assessor-info/equalized-valuations-eqv.html>] website defines Equalized Valuations (EQV) as "representing the full and fair cash value of all taxable property for each municipality as of January 1, 2014."

## GREEN LIBRARY INCENTIVE

An applicant may qualify for a MPLCP Green Library Incentive in order to receive an additional 2% to 3.5% of its total construction grant award. The Incentive is based on the total grant award that includes the 2016-17 application round's economic need factor. The minimum Green Library Incentive will be \$100,000 and the maximum will be \$500,000. In order to be approved for the incentive a project must register for LEED certification with the Green Building Certification Institute, which administers the US Green Building Council's LEED certification program. When the project is complete, it must receive official LEED certification and must submit official US Green Building Council documentation to the MBLC confirming receipt of certification: (see 605 CMR 6.07(7)(f))

The Green Library Incentive must be used to offset the library's project costs or other features that enhance the operation and maintenance the library.

LEED Certification Levels	Added to Grant Award
Certified (basic)	+ 2.0%
Silver	+ 2.5%
Gold	+ 3.0%
Platinum	+ 3.5%

## AWARDS

Award recommendations will be considered by the Board of Library Commissioners at its regular monthly meeting in July 2017.

## SPACE PLANNING GUIDELINES

Space Planning Guidelines. These recommendations are provided as guidelines; significant deviations should be explained and justified in the application. Reviewers will use these guidelines in evaluating and ranking applications. The service population indicated in your library building program should be used to calculate these figures.

Space for Collections. The space allocated to house physical materials should accommodate the projected collection growth (or negative growth) for the next 20 years, based on the library building program. This program must include adequate space for all current physical formats and be flexible enough to accommodate future formats.

A guideline for print collection size is the "Basic" level from the 2010 edition of the Wisconsin Public Library Standards document. Given the rapid change in formats, print collections should not greatly exceed the basic level unless special circumstances apply, e.g., the library has a special collection in a particular subject, or the community has a demonstrated need for a larger collection in a specific area.

### Volumes Held per Capita (Print)

A general rule of thumb is that every library, regardless of the population served, should have a minimum of 8,000 volumes (in all physical formats).

Population	Volumes per Capita
Less than 2,500	10

2,500 to 4,999	7
5,000 to 9,999	6
10,000 to 24,999	4.8
25,000 to 49,999	3.4
50,000 to 99,999	3.6
100,000 and over	2.5

Source: *Wisconsin Public Library Standards*, 5<sup>th</sup> ed., 2010  
[\[http://pld.dpi.wi.gov/pld\\_standard\]](http://pld.dpi.wi.gov/pld_standard)

**Seating.** Seating should meet or exceed the number calculated using the table below. For a library whose population falls between the figures given, the recommended number of seats should be calculated proportionally.

Seats at fixed electronic workstations, microform readers and other dedicated seating should not be counted in the general seating count. Also omitted from the general seating count are seats in rooms not always open to library patrons, such as auditoriums, meeting rooms and study rooms.

POPULATION	SEATS PER THOUSAND
1,000	22.5
2,500	14.25
5,000	10.0
10,000	7.0
25,000	4.5
50,000	3.0
100,000	2.25

Source: Dahlgren, Anders: *Public Library Space Needs: a Planning Outline*, 2009  
[\[http://dpi.wi.gov/pld/boards-directors/space-needs\]](http://dpi.wi.gov/pld/boards-directors/space-needs)

**Parking.** Projects must provide at least one parking space for every 400 gross square feet of building,

not including staff parking requirements. If the number of parking spaces deviates from this guideline, the Applicant must show that the appropriate local boards have approved an alternative parking plan.

Other program and/or square footage use and cost standards may be developed by the MBLC and the Division of Capital Planning and Operations.



# Massachusetts Libraries

BOARD OF LIBRARY COMMISSIONERS

## MASSACHUSETTS PUBLIC LIBRARY CONSTRUCTION PROGRAM (MPLCP)

### LETTER OF INTENT GENERAL CONSTRUCTION PROJECTS MAY 2016 - JULY 2017 APPLICATION ROUND

Library: \_\_\_\_\_ Municipality: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-mail: \_\_\_\_\_ Current  
Population: \_\_\_\_\_

Contact Person's Name & Title: \_\_\_\_\_

#### A. ELIGIBILITY\*:

1. Municipality is certified or has received a waiver in the FY2016 State Aid Program ☐ YES ☐ NO
2. Applicant has completed its long-range plan which is on file at the MBLC ☐ YES ☐ NO
3. Applicant has completed a FY2018 Action Plan which is on file at the MBLC ☐ YES ☐ NO
4. Applicant has not received MPLCP or LSCA/LSTA construction funds in past 20 years ☐ YES ☐ NO
5. Applicant has completed a Library Building Program which has been accepted by the MBLC ☐ YES ☐ NO
6. Applicant has selected an Owner's Project Manager (OPM) ☐ YES ☐ NO
7. Applicant has selected an architect for schematic design ☐ YES ☐ NO

\*See pages 3-4 of this notice for clarification on these points

## B. PROJECT DESCRIPTION

1. **Type.** The applicant intends to submit an Application for the following type of project: (Check only one)

☐ New Construction

☐ Addition/Renovation

☐ Joint Public Library

### 2. Project Information:

i. **Library Type:**

☐ Main Library

☐ Branch Library

☐ Joint Public Library

ii. **Current Facility:**

☐ Library facility exists, which will be expanded/renovated as part of the project.

A library facility of \_\_\_\_\_ gross square feet currently exists and was constructed in (date) \_\_\_\_\_ and subsequently expanded/renovated in (date(s)) \_\_\_\_\_.

☐ The existing library facility, which will not be part of the project.

☐ A library facility does not exist

iii. **Proposed Project:**

☐ New library building of \_\_\_\_\_ gross square feet located on a \_\_\_\_\_ acre site that includes parking

☐ Existing library building of \_\_\_\_\_ gross square feet, was originally constructed in (date) \_\_\_\_\_ and later expanded/renovated in (date(s)) \_\_\_\_\_ and located on a \_\_\_\_\_ acre site that includes parking, will be:

☐ Remodeled/renovated

☐ Remodeled/renovated and enlarged to \_\_\_\_\_ gross square feet and located on \_\_\_\_\_ acres that includes parking

☐ There may be a whole or partial demolition of an existing building as part of this project

☐ A joint library building (two or more municipalities) of \_\_\_\_\_ gross square feet located on a \_\_\_\_\_ acre site that includes parking

☐ A shared library building of \_\_\_\_\_ gross square feet located on a \_\_\_\_\_ acre site that includes parking

C. **Estimated Total Eligible Project Cost:** \$ \_\_\_\_\_

**Submit original plus one (1) double sided copy and one (1) copy of any attachments  
Postmarked by October 7, 2016 to:**

Massachusetts Board of Library Commissioners  
98 N. Washington Street, Suite 401  
Boston, MA 02214  
ATTN: Construction Grants

**Faxes, emails or other electronic submissions will not be accepted.**



## Clarifications:

1. Municipality was certified or received a waiver in the FY2016 State Aid Program

The public library for which the application is being made must have been certified, with or without a waiver of the Municipal Appropriation Requirement, by the Massachusetts Board of Library Commissioners (MBLC) Board individually or as part of a municipal application to receive State Aid to Public Libraries under M.G.L. c.78, 19A and 19B in FY2016. State Aid certification must be maintained throughout the application and construction period.

2. Applicant has completed its long-range plan which is on file at the MBLC

The applicant must have on file at the MBLC a library Long-range Plan which meets the definition in 605 CMR 6.02. If a plan is not currently on file, it must be received by October 3, 2016 or accompany the Letter of Intent.

In a municipality with multiple independent public libraries or a main library and branches, a comprehensive town-wide plan for library service must be submitted with or prior to the Letter of Intent.

3. Applicant has completed a FY2018 Action Plan which is on file at the MBLC.

If a plan is not currently on file, it must be received by December 2, 2016.

4. Applicant has not received MPLCP or LSCA/LSTA construction funds in past 20 years.

If the applicant received a state Public Library Construction Program or Federal Library Services and Construction Act Title II grant award within the preceding 20 years, it will not be eligible for this application round.

However, if the previous project was a single purpose project as defined in prior regulations, the library is eligible to apply within the 20 year grant horizon. In the case of either a construction project or a reimbursement project, an exception may be sought if the municipality has experienced a significant unexpected increase in population since the previous project. (See 605 CMR 6.05(1)(b)(10)). If such request for exception has not already been submitted in writing, it must accompany this Letter of Intent.

5. Applicant has completed a Library Building Program which has been accepted by the MBLC

This program must be prepared by the library independently and before the selection of an owner's project manager and architect who will prepare the schematic design. The completed Library Building Program must be on file at MBLC or must accompany this letter to be eligible.

6. Applicant has selected an Owner's Project Manager (OPM)

If project costs are estimated to be over \$1,500,000, a qualified OPM must be hired in accordance with Massachusetts Office of Inspector General's legal and procedural requirements that apply to public design and construction contracts in Massachusetts.

The following must accompany this letter of intent: the name of the OPM and firm, a copy of the Central Register advertisement, and a letter from trustee chair, building committee chair or town official stating that public procurement bid regulations were followed in making the selection.

7. Applicant has selected an architect for schematic design.

Hire a qualified, Massachusetts-registered architect in accordance with the Massachusetts Office of the Inspector General's legal and procedural requirements for designer selection laws that apply to public design and construction contracts in Massachusetts.

The following must accompany this letter of intent: the name of the architect and firm, a copy of the Central Register advertisement, and a letter from trustee chair, building committee chair or town official stating that designer selection and public procurement bid regulations were followed in making selection.

C. Estimated Total Eligible Project Cost

MPLCP Regulations, 605 CMR 6.02 "Eligible Costs"

Eligible Costs. Those project costs or proportional costs that are eligible for MPLCP grant funding:

*For construction projects, eligible costs are those project costs or proportional costs directly related to implementing interior and exterior construction of an eligible project. Eligible costs include: acquisition of real property; planning, feasibility study or master plan costs; design services; demolition; site preparation; construction; and fixed capital equipment of an approved public library project. Where publicly or privately owned real property is to be donated to a project, only so much land as is necessary to provide an adequate library site, up to a maximum of \$800,000, may be considered in the calculation of eligible costs, and the value of such land must be documented. Ineligible expenses include but are not limited to costs related to fundraising, municipal bonding, moving, temporary quarters, furnishings, computers and other equipment, and costs related to any aspect of the exterior grounds or site of the free public library structure including landscaping, walkways and parking lots, except exterior handicapped ramps.*

LIBRARY P.S.									
CHIEF LIBRARIAN	70,044	74,542	75,325	80,172	79,866	79,866	(306)	-	-
CLERICAL	2,285	1,825	-	-	-	-	-	-	-
LONGEVITY	5,272	4,398	4,569	4,755	5,101	5,101	346	-	-
OVERTIME	1,307	112	1,309	500	500	500	-	-	-
CLOTHING ALLOWANCE	312	312	600	600	600	600	-	-	-
PROFESSIONAL	197,436	189,865	189,222	208,018	225,044	225,044	17,026	-	-
PRE-PROFESSIONAL	61,135	68,181	87,793	124,109	142,835	142,835	18,726	-	-
LIBRARY ASSISTANTS	48,555	60,652	74,575	36,269	49,240	40,192	3,923	(9,048)	-
<b>SUB TOTAL</b>	<b>386,346</b>	<b>399,885</b>	<b>433,393</b>	<b>454,423</b>	<b>503,186</b>	<b>494,138</b>	<b>39,715</b>	<b>(9,048)</b>	-
LIBRARY OFFICE									
TELEPHONE	263	257	21	-	-	-	-	-	-
OFFICE SUPPLIES	1,077	1,014	436	-	-	-	-	-	-
PRINTING	276	92	236	300	500	500	200	-	-
<b>SUB TOTAL</b>	<b>1,616</b>	<b>1,363</b>	<b>694</b>	<b>300</b>	<b>500</b>	<b>500</b>	<b>200</b>	-	-
LIBRARY SUPPLIES									
CIRCULATION SUPPLIES	1,000	897	684	-	-	-	-	-	-
CATALOGING SUPPLIES	954	781	60	-	-	-	-	-	-
BOOK AND MATERIAL ADULT	49,982	52,026	50,623	42,000	42,000	38,362	(3,638)	(3,638)	-
BOOK AND MATERIAL CHILD	15,071	13,250	12,559	12,000	12,000	12,000	-	-	-
DATA PROCESSING	29,901	28,460	29,733	30,000	32,450	30,936	936	(1,514)	-
<b>SUB TOTAL</b>	<b>96,908</b>	<b>95,414</b>	<b>93,659</b>	<b>84,000</b>	<b>86,450</b>	<b>81,298</b>	<b>(2,702)</b>	<b>(5,152)</b>	-
LIBRARY MAINTENANCE									
CUSTODIAN (MAINTENANCE)	23,093	31,570	33,628	35,842	36,071	36,071	229	-	-
ELECTRICITY	44,264	45,219	50,481	52,000	51,000	51,000	(1,000)	-	-
BLDG & GROUND SUPPLIES	3,703	3,534	3,024	1,880	1,800	-	(1,880)	(1,800)	-
MAINTENANCE OF EQUIPMENT	1,670	2,202	2,000	2,000	2,000	-	(2,000)	(2,000)	-
EQUIPMENT	-	1,715	-	-	-	-	-	-	-
HEATING FUEL	53,772	54,099	50,884	50,000	50,000	50,000	-	-	-
REPAIR AND CARE	11,996	9,191	9,838	10,000	10,000	10,000	-	-	-
BUILDING MAINTENANCE	3,799	6,443	10,317	10,000	10,000	8,000	(2,000)	(2,000)	-
<b>SUB TOTAL</b>	<b>142,297</b>	<b>153,972</b>	<b>160,172</b>	<b>161,722</b>	<b>160,871</b>	<b>155,071</b>	<b>(6,651)</b>	<b>(5,800)</b>	-
<b>TOTAL LIBRARY</b>	<b>627,167</b>	<b>650,633</b>	<b>687,918</b>	<b>700,445</b>	<b>751,007</b>	<b>731,007</b>	<b>30,562</b>	<b>(20,000)</b>	-

CITY COUNCIL	11.0	11.0	11.0	11.0	11.0
CITY CLERK	4.0	4.0	4.0	4.5	4.5
MAYOR	3.0	3.0	3.0	3.0	3.0
HUMAN RESOURCES	1.0	1.0	1.0	1.0	2.0
LEGAL	2.0	2.0	2.0	2.0	2.0
ASSESSORS	4.5	4.5	4.5	4.5	4.5
AUDITOR	2.3	2.3	2.3	2.3	2.3
INFORMATION TECHNOLOGY	2.5	2.5	2.0	2.5	2.5
TREASURER	10.0	10.0	10.0	10.0	10.0
PURCHASING	3.0	3.0	3.0	4.0	4.0
POLICE	82.0	93.0	90.0	94.5	95.5
FIRE	80.7	77.7	81.7	81.7	81.7
PUBLIC WORKS	39.0	38.0	37.0	37.0	37.1
HEALTH	14.4	14.4	11.8	11.3	11.3
BUILDING	6.5	6.5	7.0	7.5	7.5
VETERANS	1.5	1.5	1.5	1.8	1.8
COUNCIL ON AGING	3.5	4.0	4.5	4.5	4.5
RECREATION	1.0	1.0	1.5	2.0	2.0
LIBRARY	9.7	10.5	11.0	11.2	12.0
AIRPORT	5.5	5.0	5.0	5.0	5.0
WATER	22.0	22.0	22.0	25.0	25.0
WASTEWATER	32.8	35.8	34.8	33.8	33.8
TOTAL	341.9	362.7	350.6	360.1	363.0

SCHOOLS: At minimum to meet net school spending.  
 PUBLIC SAFETY: At functional minimum to maintain sufficient services.  
 PUBLIC LIBRARY: At mid-level hours for certification and compliance to receive 87.5% of State Aid Award.  
 PUBLIC WORKS: At or below levels to provide adequate services.  
 OTHER MUNICIPAL: At or below levels to provide adequate services.  
 ENTERPRISE & AIRPORT FUNDS: At necessary levels to sustain operations and meet Federal & State regulatory requirements.

# Are libraries allowed to have funds at a Community Foundation?

## **1. Yes. Libraries May Establish a "Fund" within their Community Foundations**

- "Fund" becomes a vehicle for donations, large and small.
- The library doesn't have to go through the process and expense of establishing its own foundation and its own foundation board.
- Administrative services including funds management and reporting are handled for the library (Most community foundations charge an administrative fee between 1 - 2%)
- Library may establish a number of funds within the foundation
- Each fund established has a designated purpose
- For each fund there is a written agreement which states the fund's particular purpose, who makes decisions about the fund, how the funds are disbursed
- Your fund can be set up so that the library board is the decision making body for how the funds are used
- Keep in mind that the fund will be a source of long term funding. If you are undertaking a library building project, you would not want to tie up large sums of money in a community foundation fund. But you could have a fund that is a spend down fund to use for your Capital Building Campaign.
- If it is an endowed fund, 4.5% of the fund is the most that can be disbursed annually.
- Community foundation is legally responsible for the funds and may request brief reports from the library to make sure the fund is being used in accord with the stated purpose
- Contact your community foundation for details on establishing a fund.

## **2. Libraries May Apply for Grants from their Community Foundations**

- Many libraries already apply for grants from their community foundations.
- Community foundation grants are different than the funds described above. Grants typically are competitive and require an application.
- Contact your community foundation about grants available

**Don't have your own library foundation? Establishing a fund within an existing community foundation may be an easier way to accomplish your goal.**



# Who can fundraise for libraries?

**Linda:** I have had Trustees of Libraries say they are not allowed to fundraise. Is this true?

**Erin:** This is a question that gets asked periodically. As far as I am aware, there is no state law prohibiting library trustees from fundraising. In fact, there is a state law (ch.44 sec.53A) that specifically allows officers or departments of towns or cities to accept gifts from individuals, corporations, etc. (See: <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleVII/Chapter44/Section53A>)

But it is possible that individual municipalities may have limitations on fundraising. I think in many cases, trustees simply don't feel comfortable with the idea of fundraising, for any number of reasons. Library foundations (usually created by trustees initially) are a good conduit for large-scale fundraising, as they are often able to do fundraising with fewer restrictions, especially in regard to what they do with the money they raise.

**Linda:** A few Library Directors have also said they cannot fundraise. Is this true?

**Erin:** Library directors are another matter. As paid staff, they may have much more specific restrictions on what they can/can't do, and even if they don't, fundraising could be viewed as a conflict of interest much more strongly than it would be for trustees. (I.e. - a library director doing fundraising could be viewed as raising money for their own salary, even if that wasn't actually the case.)

**Erin Williams Hart**  
Trustee/Friends Information Specialist  
Massachusetts Board of Library Commissioners  
617-725-1860 or 800-952-7403, x232  
[erin.williamshart@state.ma.us](mailto:erin.williamshart@state.ma.us)  
[www.mass.gov/mblc](http://www.mass.gov/mblc)

**Fitchburg Public Library**  
**Investment Performance**  
**12/31/15-4/30/16**

**Investment Objectives**      **The investments comprising the Fitchburg Public Library shall be managed prudently with a primary emphasis on growth oriented securities that yield a reasonable rate of return.**

**Alice & Rodney Wallace Funds      Stocks-64%   Bonds-34%   Money Market-2%**

<b>Market Value 12/31/15</b>	<b>Market Value 4/30/16</b>	<b>Percent Change</b>	<b>Estimated Annual Income</b>	<b>Annual %Income</b>
<b>\$ 942,571</b>	<b>\$ 968,189</b>	<b>+ 2.72%</b>	<b>\$27,385</b>	<b>2.83%</b>

**Other Funds      Stocks-11%   Bonds-70%   Money Market-19%**

<b>Market Value 12/31/15</b>	<b>Market Value 4/30/16</b>	<b>Percent Change</b>	<b>Estimated Annual Income</b>	<b>Annual %Income</b>
<b>\$ 716,508</b>	<b>\$ 724,312</b>	<b>+ 1.09%</b>	<b>\$18,590</b>	<b>2.57%</b>

**TOTAL**

<b>\$1,659,079</b>	<b>\$1,692,501</b>	<b>+ 2.01%</b>	<b>\$45,975</b>	<b>2.72%</b>
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	<b>12/31/2015</b>	<b>4/30/2016</b>	<b>Income Balance as of 4/30/2016</b>
<b>Restricted</b>	<b>\$314,237.13</b>	<b>\$319,291.82</b>	<b>\$ 31,484.55</b>
<b>Unrestricted</b>	<b>\$402,271.43</b>	<b>\$405,020.73</b>	<b>\$ 56,892.98</b>
<b>Total</b>	<b>\$716,508.56</b>	<b>\$724,312.55</b>	<b>\$ 88,377.53</b>

## **Fitchburg Public Library Investment Policy for Trust Funds**

The investment policy of the Fitchburg Public Library "Trust Funds" is to invest the assets in a prudent manner that provides the Library with income and growth of principal through quality investments with minimal risk taking into account safety and liquidity constraints as well as all legal requirements. The goal shall be to achieve a fair market average rate of return with reasonable stability and preservation of principal, preferring investments that are socially responsible.

The Finance Committee, a standing committee of the Board of Trustees, shall be responsible for oversight of the funds along with hiring (with Board approval) and monitoring the investment manager.

### **Standard of Care**

The Finance Committee shall adhere to the "Prudent Person" standard which shall be applied in the context of managing an overall portfolio. The Finance Committee, acting in accordance with written procedures and this investment policy, and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price change, provided the purchase and sale of securities is carried out in accordance with the terms of this policy.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs; not for speculation but for investment considering the probable safety of their capital as well as the probable income to be derived.

### **Investment Portfolio Composition**

The composition of the investment portfolio for the Fitchburg Public Library shall consist of three categories:

#### **Cash Equivalents:**

Offer stability of principal with competitive yields. Cash investments are short-term, high quality debt securities, such as Money Market funds, Treasury bills, and Certificates of Deposit.

#### **Fixed Income:**

Designed to generate steady income. The most common fixed income investments are government, government agencies and corporate bonds. All bonds should have a rating of investment grade (BBB-) or better. The bonds should be managed conservatively with an average maturity of 7 years or less.

#### **Growth:**

Offer the opportunity for long-term capital appreciation. Typical growth investments are stocks of quality, established companies which have earnings growth potential. Other common examples are stock mutual funds. Diversification among individual companies and industries are very important. No one company can represent more than 15% of the total stock portfolio and no one industry can represent more than 30% of the equity holdings.



## Asset Allocation Mix

The investment manager must follow the ranges established by the Finance Committee. The ranges listed below vary greatly due to changes in market conditions and the possibility of revised goals and objectives of the Library. The investment manager will recommend to the Finance Committee where it feels the Library should be in the range based on the goals and objectives of the Library and market conditions in order to achieve the Library's objectives.

Cash Equivalents	0% to 25%
Fixed Income	25% to 75%
Stocks	25% to 50%

The Finance Committee shall review the portfolio status and make any necessary decisions at their regular meetings. If any re-allocation of assets differs from pre-approved guidelines, recommendations to change policy specification shall be approved by the Board of Trustees. The Financial Advisor shall provide quarterly reports to the Finance Committee. The investment policy shall be reviewed on an annual basis. Changes may be recommended by the Finance Committee for final approval by the Board of Trustees. The ranges in each category are subject to change with approval of the Board of Trustees as the needs of the Library change.

## YOU MUST HAVE YOUR LIBRARY CARD TO CHECK OUT MATERIALS OR USE THE COMPUTER.

### ADDITIONAL RENEWAL INFORMATION:

- An item may not be renewed if there is an outstanding request for it.
- Materials may be renewed, if allowed by the loaning library, in person at any CWMARS library by presenting the library card on which the items was checked out.
- Materials may be renewed online or by telephone.
- Please have your library card ready when renewing by phone.
- "Interlibrary Loan Materials" (those items borrowed through the Library from non-CWMARS libraries) may be renewed, in person, item in hand, at the Reference Desk, if the owning library allows it and it is not overdue.
- Virtual Catalog items may not be renewed.
- If overdue materials are renewed, any fines accrued will be posted to your account.
- If you have fines totaling \$10.00 or more on your account, you may not renew materials until the fines have been paid.

### AFTER HOURS RETURN BINS:

Return bins, available 24 hrs. per day, 7 days a week, are located near the Main Street entrance. Put books in the bin marked Books, and media (DVDs, CDs, etc.) in the bin marked Media. Items returned before we open are considered to have been returned the previous open day.

**Please, No Donations In Return Bins.**

### PERSONAL IDENTIFICATION NUMBER:

Your PIN may be reset by visiting or calling the library. Your card number and PIN allow you to access your library account online via the online catalog on our website. You can renew items, place items on hold, cancel or suspend holds, create lists borrow e-books, e-audios and e-videos, update your contact information and change your PIN. You may also arrange to have overdue notices, holds notifications, and reminders of items due sent to you via email. Register your email address online using the "My Account" feature.

### DONATIONS:

We welcome the donation of *gently* used books, CDs, DVDs and popular reading paperbacks. The following guidelines have been established:

- Donations become library property;
- Donations will be evaluated for addition to the collection, and are subject to the same criteria as all other materials;
- Donations not added will be given to the Friends of the Library for their book sale, passed on to other libraries, or discarded if necessary.

The following items are not accepted:

- Textbooks more than one year old;
- Magazines and professional journals;
- Reader's Digest Condensed Books;
- Out-dated information;
- Items which are musty, mildewed, insect-infested, or generally in poor condition.

*Please do not leave donations outside the library or place in the return bins.*

### HOURS:

Mon.-Thurs. 10-8,

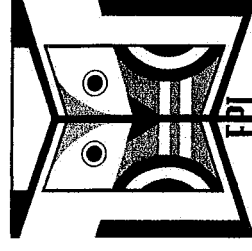
Fri. 10-5, and Sat. 10-4

Closed holidays & the Sat. before Labor Day

Fitchburg Public Library

# Circulation Policies

## Loan Periods Policies Fines & Fees



[www.fitchburgpubliclibrary.org](http://www.fitchburgpubliclibrary.org)

610 Main Street  
Fitchburg, MA 01420  
978-829-1780

## OVERDUE FINES:

Overdue fines are calculated based on the policies of the library from which an item was borrowed. Fines and fees at other libraries may vary. The following fines have been approved by the Fitchburg Public Library Board of Trustees.

Fines on *Fitchburg items* (except Museum passes) are not charged if item is returned one day late. Fines do not accrue on days closed.

### Adult or YA Materials:

#### Books/Magazines/Audio Books/CDs:

Overdue fine per item: .....\$ .10/day  
Maximum overdue fine per item: .....\$3.00  
Interlibrary Loan items (non-C/W Mars).....\$1./day

#### Videos/CD-ROMs/DVDs/VCDs:

Overdue fine per item: .....\$ .50/day  
Maximum overdue fine per item: .....\$ 5.00

Art Work .....\$1.00/day

### Children's Materials:

#### Books/Magazines/Audio Books or Cassettes/CDs:

Overdue fine per item: .....\$ .10/day  
Maximum overdue fine per item: .....\$3.00

#### Videos/CD-ROMs/DVDs/VCDs:

Overdue fine per item: .....\$ .50/day  
Maximum overdue fine per item: .....\$5.00

### Museum Passes:

Overdue fine per item: .....\$ 5.00/day  
(No grace period for fines)  
Maximum overdue fine per item: .....\$25.00

## DELINQUENCY STATUS:

You may not check out, renew, or reserve materials when you owe \$10.00 or more in fines or have other fees on your account. You may not borrow a museum pass if you have any overdue materials or have any accumulated fines or other fees.

Rev. 7/15/2015

## REPLACEMENT FEES:

Price of the item or, if not indicated in record, default price.

Material	Default price
Adult CD .....	\$17.00
Adult DVD .....	\$25.00
Adult Fiction .....	\$25.00
Adult Large Type Book .....	\$35.00
Adult Large Type Paperback .....	\$25.00
Adult Magazines .....	\$5.00
Adult Mass Market Paperback .....	\$ 9.00
Adult Non-fiction .....	\$35.00
Adult Non-fiction paperback .....	\$20.00
Adult Trade (large) paperback .....	\$14.00
Adult Video .....	\$20.00
Adult Videos-VHS and DVD .....	Price of the item
Art Work.....	Price of the work
CD-ROMS.....	\$25.00
CDs, Book on CD or Tape .....	Price of the item
Children's Board Books .....	\$10.00
Children's CD .....	\$15.00
Children's Fiction Paperback .....	\$10.00
Children's Games .....	\$75.00
Children's Graphic Novels .....	\$15.00
Children's Hardcover Books .....	\$20.00
Children's Magazines .....	\$4.00
Children's Non-fiction Paperback .....	\$15.00
Children's Videos-DVDs and VHS .....	\$20.00
Equipment .....	\$100.00
Kill-A-Watt Meter.....	\$100.00
Museum Pass .....	\$25.00

Other	Price
Library Card .....	\$2.00
Missing or torn barcode .....	\$1.00
Audio book box .....	\$3.00
Single disc or tape from a recorded book*	\$10.00
Bag from a book & map set .....	\$5.00
CD jewel case .....	\$1.00
DVD case .....	\$3.00
Booklet/pamphlet from a CD-ROM or game	\$1.00
Book from a CD-ROM .....	\$5.00
Art print bag .....	\$1.00

We regret that in most cases the library is unable to accept replacement materials purchased by patrons. Please speak with Library staff before purchasing any replacement materials.

## HOLDS: (Holds held for 7 days.)

Limit per person ..... 20 items

### Interlibrary loans-Holds filled outside of

#### Massachusetts

Delivery charge per item .....\$3.00  
Billed to patron when item is received by FPL.

### Unclaimed Reserves (including interlibrary loans):

Held item (Per item).....\$1.00  
(Holds are held for 7 days)

## FEES:

### Copies and printing:

Photocopier .....\$ .15  
Black and white computer prints per page..\$ .10  
Color prints .....\$1.00  
Copies from Microfilm .....\$ .10  
Fax first page .....\$1.00  
Fax additional pages .....\$ .50

**Cards for Out-of-State Residents, annually ...** \$35.00  
If you own property in MA, Rent in MA for at least 30 days or live in MA while attending school, training or a summer camp for 30 days .....\$10.00

## LOAN PERIODS:

### LOAN PERIODS and ITEM LIMITS

#### Books

Loan period: 3 weeks, 1 renewal

CDs--10 per patron limit

Loan period: 3 weeks, 1 renewal

Audio Books--5 per patron limit

Loan period: 3 weeks, 1 renewal

Films--10 per patron limit

Adult: Loan period: 1 week, 1 renewal

Children: Loan period: 3 weeks, 1 renewal

Magazines--5 per person limit

Loan period: 3 weeks; no renewal

Art Prints--2 per person limit

Loan period: 2 months; no renewal

Video Games--1 per family limit

Loan period: 3 weeks; no renewal

Kill-A-Watt Meter

Loan period: 1 week; no renewal

---

Borrower's Last NameFirst Name

---

---

Library Card #

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**Fitchburg Tool Lending Library**  
Registration Agreement and Waiver

*Please Print Legibly!*

THIS IS AN AGREEMENT between \_\_\_\_\_ ("Borrower") and the  
Fitchburg Tool Lending Library ("FTLL").

Borrower Information:

---

Home Street AddressApt. #/Floor/etc.

---

FitchburgMA01420

City

State

Zip code

---

Cell phone

Work phone

Home phone

---

---

Email address

---

---

Where did you hear about FTLL?

---

---

Photo ID Checked \_\_\_\_\_

Proof of Residence/Address Verification Checked \_\_\_\_\_

---

FTLL staff name who completed form (printed)

---

**Statement of Waiver and Indemnification**

WHEREAS, Borrower wishes to borrow and Fitchburg Tool Lending Library (FTLL) is willing to lend certain tools in accordance with the terms of this Agreement, and

WHEREAS, the City of Fitchburg (hereafter, the "City") desires to engage in tool lending activities, and

NOW THEREFORE, with respect to all tools today or hereafter lent by NTLL to Borrower ("Tools"), Borrower hereby agrees as follows:

WHEREAS there is no representation or NO WARRANTY THAT TOOLS ARE FIT FOR ANY PARTICULAR PURPOSE for any person to use as to the safety, condition, or suitability for any particular use,

1. Borrower represents and agrees that he/she is capable and experienced in using all Tools and that all Tools will be used for their normal purpose and in a proper manner. No tools will be borrowed with respect to the use of which the Borrower is not capable and experienced.
2. In consideration of being permitted to borrow the Tools, Borrower does hereby waive any and all claims and causes of action against the Fitchburg Tool Lending Library, the City and their officers, agents, volunteers and employees, and does hereby release the Library, the City and all such persons from any such claims and causes of action, whether arising in contract or in tort (including for negligence) or under any statute or other law or administrative regulation, for any injury or loss of any nature that Borrower may suffer or incur in the use of the tools borrowed from the Fitchburg Tool Lending Library or otherwise in connection with this Agreement, and Borrower does hereby release all such parties from any such claims and causes of action.
3. In consideration of being permitted to borrow tools, Borrower agrees to **indemnify** and hold harmless the Fitchburg Tool Lending Library, the City and their officers, agents, volunteers and employees from and against any and all liability, loss, claims, demands, actions and causes of action, whether arising in contract or in tort (including negligence) or under any statute or other law or administrative regulation, for the death or injury to any persons and for any property damage or loss suffered or incurred by any person which arises or may be alleged to arise from or be occasioned in any way by the use of the Tools or otherwise arising under this Agreement.
4. The Borrowing Rules and Procedures of the Fitchburg Tool Lending Library are attached to and hereby incorporated into this Agreement. Borrower represents and agrees that he/she has read and fully understands those Rules and Procedures and that failure to comply with any of the Rules and Procedures may result in revocation of borrowing privileges.

BORROWER STATES AND AGREES THAT HE/SHE HAS READ AND SIGNED THIS AGREEMENT, INCLUDING THE **WAIVER**, RELEASE AND **INDEMNIFICATION** RELINQUISHING ANY AND ALL CLAIMS AGAINST THE NTLL, THE CITY AND THEIR EMPLOYEES AND OTHER PERSONNEL AND **INDEMNIFYING** THEM AGAINST THE CLAIMS OF OTHERS, INTENDING TO BE BOUND BY ALL THE TERMS HEREOF.

\_\_\_\_\_  
Signature of Borrower

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed on behalf of Fitchburg Tool Lending Library

\_\_\_\_\_  
Date

Attachment: Borrowing Rules and Procedures of the Fitchburg Tool Lending Library

### **Fitchburg Tool Lending Library Borrowing Rules and Procedures**

1. In order to borrow tools from the Fitchburg Tool Lending Library ("Library"), a Borrower must be a Fitchburg resident aged 18 or over.
2. Prior to borrowing tools, all Borrowers must (a) have a C/W Mars library card in good standing with their home address confirmed; and (b) sign the Waiver Form.
3. Library staff is available to assist in explaining operation of tool, however, by taking possession of any item, the Borrower is certifying that he or she is capable of using that item in a safe and proper manner.
4. Only the Borrower is authorized to use Library tools borrowed. The Borrower shall not permit the use of items checked out to him/her by any other person.
5. Tools circulate for a seven-day lending period.
6. All tools borrowed are to be returned to the Public Library's circulation desk by close of business on their due date. Tools may only be returned during the Library's open hours.
7. If a tool is returned late, the Borrower will be responsible for a late fee of \$5 per day for every day the Library is open until the tool is returned. Late fees are capped at the full replacement cost of the tool. Borrowers must have a fine balance of less than \$10 to maintain borrowing privileges.
8. A Borrower may have up to six tools checked out at a time.
9. The Borrower agrees that the Library is not responsible for any manufacturing defects in quality of workmanship or materials inherent in any borrowed tools.
10. The Borrower agrees that if any borrowed tool becomes unsafe or in a state of disrepair, he or she must immediately discontinue use of the tool and notify the Library of the issue on return, if not earlier.
11. All tools are to be returned in the same condition as they were issued, barring normal wear and tear. All tools must be returned clean. The Borrower agrees to pay for the loss of or damage to any item and further agrees to accept the Library's assessment of condition of items and to further agree to the Library's assessment of fair restitution for damage, dirtiness, delinquency, and/or loss of items in part or in total. This restitution amount could equal the full replacement cost of the item plus a \$5 administrative fee.
12. The Library reserves the right to refuse the loan of any item at its discretion.